



**Workplace Written Hazard Communication Program**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction provides information specific to the implementation of Air Force Occupational Safety and Health (AFOSH) Standard 161-21, **Hazard Communication (Hazcom) Program**, at Sheppard Air Force Base (SAFB), Texas. It is the workplace supervisor's responsibility to ensure a workplace written program including this instruction, AFOSH Standard 161-21, a work area hazardous chemical inventory, identification of the non-routine tasks and potential health hazards involving hazardous chemical materials (hazmat), all required Material Safety Data Sheets (MSDSs), and documentation for worker training will be maintained at each work place that uses or stores hazmat. This instruction applies to all units located on SAFB, SAFB Lake Texoma Recreational Annex, and the Frederick Auxiliary Field, Frederick, Oklahoma. Contractors are responsible to the Occupational Safety and Health Administration (OSHA) concerning compliance with 29 CFR 1910.1200. Contractors are responsible for compliance only with paragraphs 1., 2.4, 3., and 4., as applicable. It does not apply to other non-collocated units, as they must participate in their host base's program.

**SUMMARY OF REVISIONS**

This publication has been substantially revised since the last publication and must be completely reviewed.

**1. Material Safety Data Sheet (MSDS):**

**1.1.** Bioenvironmental Engineering Flight (BEF) maintains the SAFB master MSDS file.

**1.1.1.** This master file consists of the Hazardous Material Information System (HMIS), on CD-ROM and/or the internet, and OSHA Forms 174, MSDS, or equivalent commercially produced forms. Other sources of MSDS information can and should be used if available.

**1.1.2.** Work areas will maintain the product/manufactures specific MSDS's for the chemicals used or stored in their work areas.

**1.1.2.1.** This MSDS information will be readily available to all workers in a centrally located area of the workplace during all work shifts.

**1.1.2.2.** Contractors may obtain MSDS information on their own initiative or may utilize the MSDS master file. Contractors can contact BEF during normal duty hours to obtain MSDS information. Contractors will provide to BEF, through their respective Quality Assurance Evaluator (QAE), copies of any MSDS information they obtain so that it can be included in the master MSDS file.

**1.2.** Supervisors will submit an Air Force Environmental Management Information System (AF-EMIS) Authorization Request Worksheet (ARW) to the Hazardous Material Pharmacy (HAZMART), Bldg. 2116, before a new chemical is introduced into the work area. Along with the request, submit a product/manufactures specific MSDS and applicable technical order (TO) data etc., requiring its use. The HAZMART or BEF can assist with obtaining an MSDS. The ARW can be directly entered into the AF-EMIS computer system. If you do not have computer connectivity, the ARW can be printed, filled out and given to the HAZMART to be entered into AF-EMIS.

## **2. Employee Information and Training:**

**2.1.** Unit commanders will ensure supervisors of work areas using hazmat receive training using AFOSH Std 161-21.1 G, *Federal Hazard Communication Training Program (FHCTP), Trainer's Guide and Video Program*, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP. These supervisors will be trained by the Public Health Flight (PHF). Contact the PHF (82 AMDS/SGPM) at extension 6-2374 for scheduling.

**2.2.** Supervisors will ensure subordinate workers are trained on the AFOSH Std 161-21.1 W, *FHCTP, Student's Workbook and Video Program*, or equivalent HQ USAF/SGPA approved program containing the elements of the FHCTP, before workers handle or are occupationally exposed to hazmat. The supervisor, the organization occupational health coordinator, or other formal organization training structure (e.g. maintenance trainers) may provide this training. Supervisors will supplement this training to provide information on work area specific chemical hazards. Before presenting supplemental training, the supervisor will ensure that BEF (ex 6-3080), PHF (ex 6-2374), Base Fire Department (82 CES/CEF, ex 6-2310), Wing Safety Office (82 TRW/ SEG, ex 6-4149) and the Environmental Flight (82 CES/CEV, ex 6-5721) have coordinated on and reviewed the information for technical accuracy.

**2.3.** Students in training status are generally exempt from the formal training requirements as listed in paragraph 2.2.

**2.3.1.** Students will be informed of the occupational hazards of any tasks they are to perform, both in and out of the formal classroom setting. Unique educational environments which are not covered by this paragraph will be subject to training requirements as determined by work area supervisors in coordination with BEF.

**2.3.2.** 82d, 782d, 882d, and 982d Training Groups with students attending initial skills courses in designated Air Force Specialty Codes (AFSC's) and AFSC groups will complete the initial phase of the FHCTP.

**2.4.** Per AFOSH Std 161-21, paragraph 5e(3), contractors operating on SAFB **may not** use the FHCTP. They must, however, have a training program that is in compliance with the requirements outlined in 29 CFR 1910.1200.

### **3. Hazardous Material Inventory:**

**3.1.** The workplace supervisor for each work area will maintain a hazmat inventory. The hazmat inventory can be obtained from the AF-EMIS computer database. In AF-EMIS, go to database/report generator/authorizations/by shop expanded/detailed chemical authorizations by shop. Print this inventory of all chemicals authorized in AF-EMIS for your work area. This inventory will be updated annually as a minimum and when new chemicals are added to the inventory. The initial inventory for each new work area established on SAFB will be completed and submitted as directed within 45 days of the operations start date.

**3.1.1.** Work areas not enrolled in AF-EMIS can contact 82 CES/CEV (ex 6-7842) to be enrolled, or they can create their own inventory database to include as a minimum, chemical name (as it appears on the MSDS), manufacturer, National Stock Number (NSN) or manufacturers part number, disposal method, and container size.

**3.2.** Supervisors will maintain a copy of the hazmat inventory in the work area HazCom binder to have it available for use/inspection by all section workers and inspectors.

**3.3.** The BEF will review the hazmat inventory during the periodic industrial hygiene visit or bi-annual telephone survey for category 2 and 3 industrial workplaces.

### **4. Contractor Operations:**

**4.1.** This section applies to situations where contractors are performing non-routine work in established USAF or maintenance contractor (such as Lockheed-Martin or Raytheon) work areas. An example would be building modifications. Contractors performing extended day-to-day operations on the base, such as aircraft, trainer, or vehicle maintenance, will comply with paragraphs 1, 2.4, and 3 of this instruction.

**4.2.** The Contracting Officer (CO) (82 CONS/LGCB ex 6-5185), with technical assistance from BEF and the work area supervisor, if requested, will advise contractors of hazardous chemicals they may encounter and protective measures needed in the normal course of their work in an established work area. The Contracting Officer will also tell the contractor that MSDS information is available through BEF and provide information on the labeling system.

**4.3.** At the pre-performance conference, and subsequently during the contract performance period, the requiring activity quality assurance evaluator (QAE) will advise work area supervisors and USAF employees monitoring the performance of contractors of hazardous chemicals introduced by the contractor. The contractor is required to submit information on the use of hazmat in accordance with Federal Acquisition Regulation (FAR) 52.223-3, *Hazardous Material Identification and Material Safety Data*.

**5. Non-Routine Tasks Involving Hazardous Material: (Does not apply to contractors).**

**5.1.** Non-routine tasks are:

**5.1.1.** Those tasks included within a work area's normal activities but performed infrequently; for example, cleaning a solvent tank, changing the solvent, or cleaning up spills.

**5.1.2.** Temporary duties outside an individual's normal AFSC or job series (e.g. painting an office, stripping and waxing floors, etc.)

**5.2.** Supervisors will ensure work area operating instructions thoroughly describe non-routine tasks, associated hazards, and controls for the infrequent tasks performed in their work area. Operating instructions do not need to be prepared if TO or other official documents adequately describe these tasks. Supervisors will ensure workers review these procedures before performing the non-routine tasks.

**5.3.** When workers temporarily perform duties outside their normal jobs, the supervisor of the activity will ensure these workers receive the following training prior to beginning the activity:

**5.3.1.** The initial FHCTP described in paragraph 5e of AFOSH Std 16 l-2 1, is for workers *not previously trained*.

**5.3.2.** Ensure supplemental training is conducted on any local work area specific chemical hazards and associated controls.

**5.3.3.** The supervisor of the activity will forward a letter to the worker's formal supervisor describing the training conducted so the individual's AF Form 55 can be updated.

**6. Work Area Documentation: (does not apply to contractors)**

**6.1.** All work areas will maintain a record keeping system that is fully and freely accessible to all workers, supervisors, employee representatives, and base, USAF, or other Occupational Safety and Health Officials. This system will include, at a minimum, the following documents:

**6.1.1.** This instruction, and any unit or section supporting documents.

**6.1.2.** AFOSH Std 161-21, *Hazard Communication*.

**6.1.3.** Completed work area hazmat inventory, (AF-EMIS expanded/detailed chemical authorizations by shop or computer generated equivalent).

**6.1.4.** Work area specific Hazard Communication training, including operating instructions of non-routine tasks performed.

**6.1.5.** Records of training received via FHCTP.

**6.1.6.** MSDS information sheets for all chemicals used for both routine and non-routine tasks.

**6.1.7.** Any other pertinent Hazard Communication records.

**7.** Unit Commanders and Supervisors: will ensure that other requirements of the Hazard Communication Program as listed in AFOSH Std 161-21, but not identified or mandated in this instruction, are fully implemented.

SHARLA J. COOK, Brig Gen, USAF  
Commander

Attachment  
Glossary of References

*Attachment 1***GLOSSARY OF REFERENCES**

AFOOSH Std 161-21, *Hazard Communication*

AFOOSH Std 161-21-1W, *Department of Defense, Federal Hazard Communication Training Program, Student's Workbook*

AFOOSH Std 161-21-1G, *Department of Defense, Federal Hazard Communication Training Program, Trainer's guide*

Title 29, Code of Federal Regulations (CFR), Section 1910.1200, *Hazard Communication*

Federal Acquisition Regulation (FAR) 52.223-3, *Hazardous Material Identification and Material Safety Data*

HQ AETC/SGPB Policy Letter, 21 Aug 89, *Distribution of Material Safety Data Sheets to Base Work Areas*